Board of Firefighting Personnel Standards and Education

Project Makeover

June 17, 2010

Board Rule Rewrite

This will require considerable effort from the oversight committee to review the current rules as written and develop a new model.

The review will include an evaluation of the current rules and the real world.

Overall objective of this process will be to make the rules user friendly and applicable to the street where firefighters are trained.

Project Manager Barb Goble

Committee Members

Gerald George	Jason Lemons
Chad Abel	Nichelle Elliott
Morgan Ellis	Eric Kurtz

Expected completion January 2011 and presented to the Board.

Example

Remove the loophole for an instructor who achieves IFSAC Instructor and let's his IN Instructor lapse to achieve his Indiana Instructor again without meeting the in service requirements.

Take out where not feasible as an option to allow Instructors to opt out of the specific requirements for practical skill examinations.

IFSAC

David Probo and Karrie Dillon travel to the IFSAC offices in Oklahoma next week. The three day visit is to gain first hand knowledge of the things we need to accomplish for the IFSAC site visit. When they return we will be implementing the committee who volunteered to assist us in the development of policies, procedures and other information needed for the site visit.

Committee Members

Jerry Nulliner Pat Donohue Chad Abel

IFSAC certifications have fallen drastically since the implementation of pre-course audits. Every course that registers for an Indiana IFSAC written test receives a call from our staff.

From 1/1/2009 thru 6/16/09 there were 220 persons certified and from 1/1/10 thru 6/16/10 there were 131 certifications issued for FF I/II, FO I, FO II, FO III, Instructor I, Instructor II/III. In the calendar year 2009 we issued a total of 436 IFSAC certifications in the categories above.

IFSAC Testing Application Review Procedures

Applications for IFSAC testing are either received by hard copy or online registration. The online registration for testing is checked once a week for new applications. No IFSAC test is sent out without verification.

Online registration

- Submitted test applications are scanned for IFSAC certification box checked.
- Review of Proctor, Lead Evaluator, and if it's a course the Lead Instructor's information. The applications are checked to see if they meet qualifications for those positions.
- Testing location is verified to be sure it is a training facility.
- Student is checked to be sure they are not the Proctor or Lead Evaluator.
- Copy of the IFSAC testing policy and procedures is emailed to applicant and advised to be filled out and returned with test packet. If they have any questions they are to contact the office.
- Shellie is cc'd on all e-mail.
- If there are questions with the qualifications of the Proctor, Lead Evaluator, or Lead Instructor they are requested to submit their information to Steve Walters via electronic mail.

Hard copy applications

- Nichelle hands IFSAC testing applications to me for review if they have not already been contacted.
- Applications are reviewed for testing location, Proctor, Lead Evaluator, and Instructor information. Qualifications will be verified prior to shipping tests.
- Make sure the Instructor is not the Lead Evaluator or Proctor.
- Review that the student is not the Proctor, Lead Evaluator, or Instructor.
- Contact the Lead Evaluator or Proctor to confirm information on application.
- Email copy of IFSAC policy and procedures. Advise them a completed copy must be submitted with test packet.
- If a problem is found with the applicant the applicant is contacted to correct application or that the application is being canceled.
    - The applicant is given a chance to correct the application.
    - Application are reviewed a second time.
- Test application is returned to Shelly with review form and advised of actions.

Update NFPA Standards

Firefighter Training Section Chief David Probo is assigned this project.

The review and update has been completed. The Board received the initial documents and approved them to be forwarded to legal counsel to begin the process.

Mara Snyder reports the August meeting will be the public comment meeting.

Firefighter I/II Practical Skill Examination Rewrite

Project Manager Firefighter Training Section Chief David Probo

Assisting Personnel

Steve Anderson – Captain / Perry Township FD

James Campbell – Chief of Training / Pike Township FD

Morgan Ellis – Firefighter / Center Township FD

Eddie King – Deputy Chief / Vincennes Township FD

Shawn Kelly – Firefighter Center Township FD

Chris Rainbolt – Battalion Chief / New Albany FD

John Shafer – Lieutenant / Greencastle FD

This project involves an examination of the current firefighter I/II skill examination worksheets. The examination includes an update of the skills to the proposed current NFPA 1001 standard.

Finding

1. 140 skill examinations as currently approved will be reduced to approximately 89 skill examinations
    a. This will be accomplished while still maintaining the validity of the practical skill examination to the NFPA 1001 standard.
    b. This is accomplished by determining which skill examinations meet the current standard and which exceed.
    c. The skill examinations that exceed the NFPA 1001 standard will still be available but will not be required to qualify for certification.
    d. This will result in reduce skill examination time.
    e. There will probably be more pages of skill sheets because the skill sheets are more detailed and descriptive of what is expected and what the evaluator is to evaluate.
    f. Implementation of this proposal will result in reduce cost to local government and State training because less time will be spent on evaluating skills that exceed the standard.
    g. This will increase the validity of the examination as all skills will be able to be accomplished by all candidates for certification.
    h. This will reduce practical skill examinations to be simulated or discussed in lieu of actual completion.
        i. The new skill sheets do allow for some simulation such as live fire on ground cover, flammable gas and automobiles. We are also proposing to allow simulation of the breaking of

actual glass in the forcible entry and opening and closing of a sprinkler control valve due to the cost and availability of these items.

i. The committee is also developing guidance on how to be creative in actually practicing / demonstrating and testing of the skill.
    i. Set an area with cones simulating ground cover fire area.
        1. student gather equipment and tools
    ii. In lieu of breaking actual glass the glass props could have a piece of sheet metal affixed to the prop with Velcro or use a 1/4" dry wall and break through the drywall.

Propose – scoring method

1. The new edition of the IFSTA Essentials manual allows for grading of a skill examination. Using a model from the Emergency Medical Services Commission we propose that skill examinations be evaluated based upon a student accomplishing the task in a safe manner. The IFSTA skill sheets allow for the Board thru staff to determine critical factors in a skill examination. If a student does not complete, skips or does incorrectly a critical factor the student fails the practical skill examination.
    a. Example – donning an SCBA / critical factor – check for facepiece seal / if the student did not check for the facepiece seal the student would have to be failed by the evaluator even if they got all of the other items correct.
    b. The committee has already identified the critical skill factors in each of the skill examination.
2. The second part of the scoring of a practical skill examination would be to allow a student to achieve a score of 80% on completing the practical skill instead of currently 100%.
3. During the practical skill examination allow the student to react to a problem but accomplish the task and still pass the examination.
    a. This proposal comes from staff member Karrie Dillon from her law enforcement training. Law enforcement is allowed to accomplish a task because they are taught to use reaction strategy.
    b. Example – catch a hydrant / the hose is not wrapped properly but the student reacts after the hose starts to pull away from the hydrant. The reaction could be a variety of things but in the end the hose is connected to the hydrant and water is supplied to the engine.
        i. This would give our certification students credit for being able to think, react and accomplish the task.

None of these proposals would impact our IFSAC.

1. The board is requested to make a motion to allow field testing of this concept and those firefighters who successfully complete the testing will be certified under a variance.
2. Lead evaluator handbook includes policy and procedures as well as individual practical skill examination sheets. This would be available via the internet for downloading.

Implementation Plan

Chief Probo is to develop a train-the-trainer draft implementation concept by July 10, 2010. The train-the-trainer will be delivered in various locations throughout the State.

The following skill objectives MEET the NFPA 1001 standard and if accepted will be part of the practical skills examination for Firefighter I/II.
Firefighter Safety and Health
Respond to an incident, correctly mounting and dismounting an apparatus *(NFPA® 1001,5.3.2)*
Set up and operate in work areas at an incident using traffic and scene control devices. *(NFPA® 1001, 5.3.3)*
PPE/SCBA
Don PPE and SCBA and prepare for emergency scene use.. *(NFPA® 1001, 5.1.1.2)*
Doff PPE and SCBA and prepare for reuse. *(NFPA® 1001, 5.1.1.2)*
Inspect PPE and SCBA for use at an emergency incident. *(NFPA® 1001, 5.5.1)*
Clean and sanitize PPE and SCBA. *(NFPA® 1001, 5.5.1)*
Perform emergency operations procedures for an SCBA. *(NFPA® 1001, 5.3.1)*
Exit a constricted opening while wearing standard SCBA. *(NFPA® 1001, 5.3.9)*
Change an SCBA cylinder — One-person method. *(NFPA® 1001, 5.3.1)*
Change an SCBA cylinder — Two-person method. *(NFPA® 1001, 5.3.1)*
Extinguishers
Operate a water extinguisher. *(NFPA® 1001, 5.3.16)*
Operate a dry chemical (ABC) extinguisher. *(NFPA® 1001, 5.3.16)*
Operate a carbon dioxide (CO_2) extinguisher. *(NFPA® 1001, 5.3.16)*
Rope and Knots
Tie a bowline. *(NFPA® 1001, 5.1.2)*
Tie a clove hitch around an object. *(NFPA® 1001, 5.1.2)*
Tie a figure-eight bend. *(NFPA® 1001, 5.1.2)*
Tie a figure eight on a bight. *(NFPA® 1001, 5.1.2)*
Hoist an axe. *(NFPA® 1001, 5.1.2)*
Hoist a dry hoseline. *(NFPA® 1001, 5.1.2)*
Hoist a charged hoseline. *(NFPA® 1001, 5.1.2)*
Rescue/Extrication
Exit a hazardous area. *(NFPA® 1001, 5.3.5)*
Conduct a primary and secondary search. *(NFPA® 1001, 5.3.9)*
Demonstrate the incline drag. *(NFPA® 1001, 5.3.9)*
Demonstrate the webbing drag. *(NFPA® 1001, 5.3.9)*
Illuminate the emergency scene. *(NFPA® 1001, 5.3.17)*

The following skill objectives MEET the NFPA 1001 standard and if accepted will be part of the practical skills examination for Firefighter I/II.
Forcible Entry
Clean, inspect, and maintain hand tools and equipment. *(NFPA® 1001, 5.5.1)*
Clean, inspect, and maintain power tools and equipment. *(NFPA® 1001, 5.5.1)*
Force entry through an inward-swinging door — Two-firefighter method. *(NFPA® 1001, 5.3.4)*
Force entry though an outward-swinging door — Wedge-end method. *(NFPA® 1001, 5.3.4)*
Force entry through a window (glass pane). *(NFPA® 1001, 5.3.4)*
Force entry through a wood-framed wall (Type V construction) with hand tools. *(NFPA® 1001, 5.3.4)*
Ladders
Clean, inspect, and maintain a ladder. *(NFPA® 1001, 5.5.1)*
Carry a ladder — Two-firefighter low-shoulder method. *(NFPA® 1001, 5.3.6)*
Tie the halyard. *(NFPA® 1001, 5.3.6)*
Raise a ladder — Two-firefighter flat raise. *(NFPA® 1001, 5.3.6)*
Raise a ladder — Two-firefighter beam raise. *(NFPA® 1001, 5.3.6)*
Deploy a roof ladder — One-firefighter method. *(NFPA® 1001, 5.3.6)*
Pivot a ladder — Two-firefighter method. *(NFPA® 1001, 5.3.6)*
Shift a ladder — One-firefighter method. *(NFPA® 1001, 5.3.6)*
Shift a ladder — Two-firefighter method. *(NFPA® 1001, 5.3.6)*
Leg lock on a ground ladder. *(NFPA® 1001, 5.3.6)*
Assist a conscious victim down a ground ladder. *(NFPA® 1001, 5.3.9)*
Select, carry, and raise a ladder properly for various types of activities. *(NFPA® 1001, 5.3.6)*
Ventilation
Ventilate a pitched roof. *(NFPA® 1001, 5.3.12)*
Ventilate a structure using horizontal hydraulic ventilation. *(NFPA® 1001, 5.3.11)*
Water Supplies
Operate a hydrant. *(NFPA® 1001, 5.3.15)*
Make soft-sleeve hydrant connections. *(NFPA® 1001, 5.3.15)*
Connect and place a hard-suction hose for drafting from a static water source. *(NFPA® 1001, 5.3.15)*
Deploy a portable water tank. *(NFPA® 1001, 5.3.15)*

The following skill objectives MEET the NFPA 1001 standard and if accepted will be part of the practical skills examination for Firefighter I/II.
Hose
Inspect and maintain hose. *(NFPA® 1001, 5.5.2)*
Make a straight hose roll. *(NFPA® 1001, 5.5.2)*
Couple a hose. *(NFPA® 1001, 5.3.10)*
Uncouple a hose. *(NFPA® 1001, 5.3.10)*
Make the flat hose load. *(NFPA® 1001, 5.5.2)*
Make the preconnected flat hose load. *(NFPA® 1001, 5.5.2)*
Connect to a hydrant using a forward lay. *(NFPA® 1001, 5.5.2)*
Advance the preconnected flat hose load. *(NFPA® 1001, 5.3.10)*
Advance a line into a structure. *(NFPA® 1001, 5.3.10)*
Advance a line up and down an interior stairway. *(NFPA® 1001, 5.3.10)*
Advance an uncharged line up a ladder into a window. *(NFPA® 1001, 5.3.10)*
Advance a charged line up a ladder into a window. *(NFPA® 1001, 5.3.10)*
Extend a hoseline. *(NFPA® 1001, 5.3.10)*
Simulate the procedure for controlling a loose hoseline. *(NFPA® 1001, 5.3.10)*
Replace a burst hoseline. *(NFPA® 1001, 5.3.10)*
Operate a charged attack line from a ladder. *(NFPA® 1001, 5.3.10)*
Fire Streams
Operate a solid stream nozzle. *(NFPA® 1001, 5.3.10)*
Operate a fog-stream nozzle. *(NFPA® 1001, 5.3.10)*
Fire Control
Attack a structure fire — Exterior attack. *(NFPA® 1001, 5.3.8)*
Turn off building utilities. *(NFPA® 1001, 5.3.18)*
Attack a structure fire - Interior attack. *(NFPA® 1001, 5.3.10)*
Attack a passenger vehicle fire. *(NFPA® 1001, 5.3.7)*
Extinguish fire in a trash container. *(NFPA® 1001, 5.3.8)*
Attack a fire in stacked/piled materials. *(NFPA® 1001, 5.3.8)*
Attack a ground cover fire. *(NFPA® 1001, 5.3.19)*
Fire Suppression Systems
Operate a sprinkler system control valve. *(NFPA® 1001, 5.3.14)*
Manually stop the flow of water from a sprinkler. *(NFPA® 1001, 5.3.14)*
Connect hoseline to a sprinkler system FDC. *(NFPA® 1001, 5.3.14)*

The following skill objectives MEET the NFPA 1001 standard and if accepted will be part of the practical skills examination for Firefighter I/II.
Loss Control
Clean, inspect, and repair a salvage cover. *(NFPA® 1001, 5.5.1)*
Fold a salvage cover for a one-firefighter spread. *(NFPA® 1001, 5.3.14)*
Spread a folded salvage cover — One-firefighter method. *(NFPA® 1001, 5.3.14)*
Fold a salvage cover for a two-firefighter spread. *(NFPA® 1001, 5.3.14)*
Construct a water chute with pike poles. *(NFPA® 1001, 5.3.14)*
Construct a catchall. *(NFPA® 1001, 5.3.14)*
Loss Control
Locate and extinguish hidden fires. *(NFPA® 1001, 5.3.13)*
Communications
Handle business calls and reports of emergencies. *(NFPA® 1001, 5.2.1, 5.5.2)*
Use a portable radio for routine and emergency traffic. *(NFPA® 1001, 5.2.3)*

The following skill objectives EXCEED the NFPA 1001 standard and if accepted will not be part of the practical skills examination for Firefighter I/II.
PPE/SCBA
Fill an SCBA cylinder from a cascade system. *(NFPA® 1001, 5.3.1)*
Fill an SCBA cylinder from a compressor or purifier. *(NFPA® 1001, 5.3.1)*
Rope and Knots
Hoist a pike pole. *(NFPA® 1001, 5.1.2)*
Hoist a roof ladder. *(NFPA® 1001, 5.1.2)*
Hoist a dry hoseline. *(NFPA® 1001, 5.1.2)*
Hoist a charged hoseline. *(NFPA® 1001, 5.1.2)*
Rescue/Extrication
Conduct a secondary search. *(NFPA® 1001, 5.3.9)*
Demonstrate the cradle-in-arms lift/carry One-rescuer method. *(NFPA® 1001, 5.3.9)*
Demonstrate the seat lift/carry — Two-rescuer method. *(NFPA® 1001, 5.3.9)*
Demonstrate the extremities lift/carry — Two-rescuer method. *(NFPA® 1001, 5.3.9)*
Demonstrate the chair lift/carry method 1 — Two rescuers. *(NFPA® 1001, 5.3.9)*
Demonstrate the chair lift/carry method 2 — Two rescuers. *(NFPA® 1001, 5.3.9)*
Illuminate the emergency scene. *(NFPA® 1001, 5.3.17)*
Forcible Entry
Clean, inspect, and maintain power tools and equipment. *(NFPA® 1001, 5.5.1)*
Force entry though an outward-swinging door — Wedge-end method. *(NFPA® 1001, 5.3.4)*
Force entry using the through-the-lock method. *(NFPA® 1001, 5.3.4)*
Force entry using the through-the-lock method using the K-tool. *(NFPA® 1001, 5.3.4)*
Force entry using the through-the-lock method using the A-tool. *(NFPA® 1001, 5.3.4)*
Force entry through padlocks. *(NFPA® 1001, 5.3.4)*
Force entry through a double-hung window. *(NFPA® 1001, 5.3.4)*
Force a Lexan® window. *(NFPA® 1001, 5.3.4)*
Force entry through a masonry wall with hand tools. *(NFPA® 1001, 5.3.4)*
Force entry through a metal wall with power tools. *(NFPA® 1001, 5.3.4)*
Breach a hardwood floor. *(NFPA® 1001, 5.3.4)*
Ladders
Carry a ladder — Three-firefighter flat-shoulder method. *(NFPA® 1001, 5.3.6)*
Remove an unconscious victim down a ground ladder. *(NFPA® 1001, 5.3.9)*
Ventilation
Ventilate a flat roof. *(NFPA® 1001, 5.3.12)*
Ventilate a structure using horizontal hydraulic ventilation. *(NFPA® 1001, 5.3.11)*
Water Supplies
Make hard-suction hydrant connections. *(NFPA® 1001, 5.3.15)*

The following skill objectives EXCEED the NFPA 1001 standard and if accepted will not be part of the practical skills examination for Firefighter I/II.
Deploy a portable water tank. *(NFPA® 1001, 5.3.15)*
Hose
Make a donut hose roll. *(NFPA® 1001, 5.5.2)*
Make the accordion hose load. *(NFPA® 1001, 5.5.2)*
Make the horseshoe hose load. *(NFPA® 1001, 5.5.2)*
Make the triple layer hose load. *(NFPA® 1001, 5.5.2)*
Make the minuteman hose load. *(NFPA® 1001, 5.5.2)*
Make the reverse hose lay. *(NFPA® 1001, 5.5.2)*
Advance the preconnected flat hose load. *(NFPA® 1001, 5.3.10)*
Advance hose — Shoulder-load method. *(NFPA® 1001, 5.3.10)*
Advance hose — Working line drag method. *(NFPA® 1001, 5.3.10)*
Operate a charged attack line from a ladder. *(NFPA® 1001, 5.3.10)*
Fire Streams
Operate a broken-stream nozzle. *(NFPA® 1001, 5.3.10)*
Fire Control
Deploy and operate a master stream device. *(NFPA® 1001, 5.3.8)*
Loss Control
Roll a salvage cover for a one-firefighter spread. *(NFPA® 1001, 5.3.14)*
Spread a rolled salvage cover — One-firefighter method. *(NFPA® 1001, 5.3.14)*
Construct a water chute without pike poles. *(NFPA® 1001, 5.3.14)*
Locate and extinguish hidden fires. *(NFPA® 1001, 5.3.13)*

Firefighter I/II *Final* Practical Skill Examination Implementation

Assisting Personnel

Chad Abel / Division Chief of Training / Fishers FD
Mike Parks / Division Chief / Crown Point FD
Steve Harmon / Chesterton FD
Brandon Rourk / South Bend FD
John Shafer / Lieutenant / Greencastle FD

Field Test Sites

Michigan City FD	Versailles FD	Anderson FD
Clay FD / South Bend	Shawswick FD	
Greencastle FD	Terre Haute FD	

We used NFPA 1410 Standard on Training for Initial Emergency Scene Operations as a reference to create the final practical skill examinations. We did not include the time requirements that are a part of the NFPA standard. This standard contains the minimum requirements for evaluating training for initial fire suppression and rescue procedures used by fire department personnel engaged in emergency scene operations. This standard specifies basic evolutions that can be adapted to local conditions and serves as a standard mechanism for the evaluation of minimum acceptable performance during training for initial fire suppression and rescue activities. This document is a training standard designed to provide fire departments with an objective method of measuring performance for initial fire suppression and rescue procedures using available personnel and equipment.

Presentation from David Probo on how this concept would be implemented with policies and procedures.

Implementation policy

A lead instructor would teach the course as has been done in the past except under this proposal the lead instructor would teach the skills which they are dong today but when the student is competent the lead instructor would sign off that the student has successfully completed the various exercises associated with Firefighter I/II certification. This would eliminate the need for an evaluator to be present at various times during the course to conduct a practical skills examination.
The final practical skill examination would be conducted at the end of the firefighter I/II course by a lead evaluator selected by the lead instructor. The

lead evaluator would select qualified and competent evaluators who have not taught a majority of the subjects during the course to participate in the final practical skills examination.

This is a listing of 10 evolutions that test a wide variety of skills and NFPA objectives.

Exam 1
Stations included;
PPE/SCBA
Ground Ladders
Forcible entry (window)
Ropes and Knots
Hose
Search and Rescue

Exam 2
Stations included;
PPE/SCBA
Hose
Fire Attack
Forcible Entry (door)
Water Supply
Ventilation

Exam 3
Stations included;
PPE/SCBA
Standpipes
Forcible entry (door)
Hose
Fire Attack

Exam 4
Stations included;
PPE/SCBA
Hose
Search and Rescue
Water Supply
Forcible Entry (window)
Ground Ladders

Exam 5
Stations included;
PPE/SCBA
Hose
Fire Attack (automobile)
Fire Streams

Exam 6
Stations included;
PPE/SCBA
Hose
Search and Rescue (RIT)
Assist Rescue Teams

Exam 7
Stations included;
PPE/SCBA
Hose
Fire Attack (LPG)
Fire Streams

Exam 8
Stations included;
PPE/SCBA
Hose
Auto Extrication

Exam 9
Stations included;
PPE/SCBA
Hose
Fire Attack (flam. liquids)
Foam Fire Streams

Exam 10
Stations included;
PPE/SCBA
Product ID
Dike/Divert/Retention
Emergency Decon

Skill Station 1 (conducted at 2 story training tower)

Those in Team 1 (assigned to Exam 1) are instructed to;

1. Deploy and advance a hoseline
2. Raise and position a ladder to a window for rescue, conduct a search.
3. Climb the ladder and force entry into the window.
4. Tie an uncharged handline for hoisting and take the rope up the extension ladder and hoist the line into the window.
5. Conduct search and rescue on the second floor.
6. Remove victim from the structure.
7. Teams would use radios to communicate with IC (an instructor).

Those in Team 2 (assigned to Exam 2) are instructed to;

1. Connect to a hydrant for a forward lay or deploy portable water tank
2. Connect the supply line into the attack unit
3. Deploy and advance a hoseline
4. Force entry through a door.
5. One team would advance a hoseline into a structure to conduct fire attack on the first floor.
6. Advance the hoseline up the inside stairway and conduct fire attack or search for extension on the second floor.
7. Teams would use radios to communicate with IC (an instructor).

Once each team has completed their assignment the evaluator will inform each candidate if he/she has passed or failed and instruct the candidates to rotate to the next exam (Team 1 will conduct Exam 2 and Team 2 will conduct Exam 1). Evaluators should not explain why the candidates were unsuccessful to the candidates but may inform the Lead Instructor so he/she can prepare the candidate for a retest. Once both teams have completed both exams the Evaluator will inform the Lead Evaluator that the skill station is ready for station rotation.

Propose

Motion by the board to approve the implementation - The lead instructor for classes already started in this calendar year will have the option of using the new format for final practical skill examination or continue with the existing format. Classes starting after January 1, 2011 will be required to use the new format for final practical skill examination.

Implementation Plan

Chief David Probo is to develop a train-the-trainer draft implementation concept by July 1, 2010. The train-the-trainer will be delivered in various locations throughout the State.

Safety Officer Practical Skill Examination Development

Project Manager Steve Walters

Assisting personnel
Dave Owens – Division Chief / Indianapolis Fire Department
Larry Hamby – CBRNE / Indiana Department of Homeland Security

Request
The board authorizes staff to begin field testing the practical skill exercise and final practical examination until January 1, 2011.

Practical Skills & Exercise Drills requirements

The Safety Officer certification for the State has practical skills and exercises that are required to be completed per NFPA 1521 for State certification. This document serves as a guide on how the practical skills and exercises shall be completed for the Safety Officer course. There are five exercises and a final practical exam. The students shall complete all of the exercises and final practical exam prior to taking the state written exam for state certification. The Instructor shall lecture about the skill, demonstrate the skill and then have the students practice the skills before assigning the exercises. The exercises shall be completed by the student, reviewed in class, and submitted to the Instructor for review. The Instructor will check the student's work and then return the work to the student. The student shall place completed work in their departmental training record. all forms should be filled out completely and accurate. The student will be given two attempts on completing each exercise accurate. If student fails to complete exercises, after second attempt the student shall repeat instruction for the exercise.

Evaluator's Check off Form
The Instructor shall sign off on the exercises, and the Lead Evaluator shall sign off on the Final Practical Skill Exam. The Evaluator's check sheet needs to be completed and placed in their departmental training files. The check sheet is located at the end of this document.

Exercise Drill #1 "Firefighter Fatality Investigation Reports"
NFPA 1521 6.2 2009 Edition
The first exercise shall be completed at the beginning of the course, prior to starting any lecture. The class shall view the presentation on a firefighter fatality investigation report. Each student will identify five safety issues or concerns from the report. Looking at their own fire department, each student shall report on how their fire department will address the issues and come up with policies or

guidance for their departments. The Instructor shall assign one item to each student and have them present how their department will implement polices and procedures that addresses the item. The students shall present their report in class so students can hear each student's issue or concern and how they are addressing them. The Lead Instructor shall grade the student on listing five issues, and provide written report and presentation on one of the listed issues. The PowerPoint presentation shall be viewed during class and students shall perform work on their own time.
The report shall be graded on;

- Identify the issue
- Explain why it's an issue
- What policies and procedures will be developed to address the issue.
- How their department will implement policies and procedures
    - Timeline
    - Development procedures
    - Presentations
    - Training

Guidance for successful completing assigned skill

- Material is to be typed
- Type size shall be size 12 point.
- Font type shall be in Times New Roman only.
- Page margin shall be 1" inch on all sides.
- Double line spacing.
- Front page of completed skill is appropriate cover page.
    - Cover sheet shall include student's name, date, course number, name of exercise, and course title.
- If an acronym is used, you must spell out the completed word before using the acronym.
- Paper is free of grammar, spelling, and typographical errors.

PowerPoint presentation titled "NFPA FF fatality Report" shall be used for this exercise.
Files needed: Safety Officer Exercise 1 (PowerPoint)

Exercise Drill #2 "Risk Management plan"
NFPA 1521 5.1 2009 Edition
This skill be completed once the course material has been discussed. The students will develop a "Risk Management Plan" for their fire department. The plan shall be reviewed on appearance, layout, each section addressed correctly, and the plan resembles a functional plan. The student shall collect information from their own fire department for the plan. This exercise shall be assigned to student to complete on their own time.
The plan shall include and be graded on;

- **Risk identification; for every aspect of the operation at the station of their fire department**. List potential problems and safety issues.
- Risk evaluation; evaluate each item listed in the risk identification process using the following two questions.
    - What is the potential frequency of occurrence?
    - What are the potential severity and expense of its occurrence?
- Risk control; determine which control should be implemented and documented.
- Risk management monitoring and follow-up; set procedures for monitoring and evaluating plan.

Guidance for successful completing assigned skill

- Material is to be typed
- Type size shall be size 12 point.
- Font type shall be in Times New Roman only.
- Page margin shall be 1" inch on all sides.
- Double line spacing.
- Front page of completed skill is appropriate cover page.
    - Cover sheet shall include student's name, date, name of exercise, and course title.
- If an acronym is used, you must spell out the completed word before using the acronym.
- Paper is free of grammar, spelling, and typographical errors.

File needed: SO Exercise 2 (PDF file)

Exercise Drill #3 "Analyzing Accident Reports"

NFPA 1521 6.6 2009 Edition

This skill shall be assigned after the class has completed first half of course. The student shall analyze scenarios and make recommendations about reports involving accidents, injuries, illnesses, fatalities, and exposures. Analyze the information contained in the scenario and employee accident reports, form 104. Determine the best course of action to take that will assist in the prevention of further injuries. This exercise shall be assigned to student to perform on their own time. Once analysis is completed, the student prepares a memo to their chief providing the following information.

- Any recurring problem resulting in injury.
- Recommendations of actions to be taken to prevent future injuries.

The memo shall be reviewed and graded by the Instructor as completed or incomplete. Instructor will return memo to student and have discussion on;

- Finding from the reports
- Implementation
- Lesson learn from exercise

The memo will be reviewed on appearance, layout, accuracy, and clearly states a message. File contains information needed. This exercise shall be assigned to student to perform on their own time.
Guidance for successful completing assigned skill

- Material is to be typed
- Type size shall be size 12 point.
- Font type shall be in Times New Roman only.
- Page margin shall be 1" inch on all sides.
- Double line spacing.
- Front page of completed skill is appropriate cover page.
    - Cover sheet shall include student's name, date, name of exercise, and course title.
- If an acronym is used, you must spell out the completed word before using the acronym.
- Paper is free of grammar, spelling, and typing errors.

File needed: SO Exercise 3 (PDF file)

Exercise Drill #4 "NFIRS Form 6, Firefighter's Casualty Report"
NFPA 1521 5.5 2009 Edition
This skill shall be assigned during the middle of the course. The student will complete a NFIRS form 6, Firefighter Casualty Report from the information provided for this skill. Students shall be able to find codes in fire department's supporting document. The form shall be filled out completely. Students shall turn the completed form into the Lead Instructor who will grade whether the form is completed or not. The Lead Instructor shall review the form upon completion, accuracy, and legible. The form is included in the course material and the student will need to use their fire department's NFIRS reporting manual for codes and instructions. This exercise shall be assigned to student to perform on their own time.
Files needed: SO Exercise 4, NFIRS guidebook, NFIRS forms (All PDF files)

Exercise Drill #5 "OSHA Forms"
NFPA 1521 5.11 2009 Edition
This skill shall be completed after the PowerPoint is covered in the course. The students shall complete OSHA form 300a and 301 from the information provided by the Instructor for this skill. The Instructor shall review the documents in classroom on completion, accuracy, and understanding of the form. This exercise can be performed during class.
File needed: SO Exercise 5, OSHA Recordkeeping Rule (PowerPoint), OSHA forms (Excel file), and OSHA Recordkeeping Forms (PDF)

Final Practical Skill

NFPA 1521 3.2.2 2009 Edition

The final practical skill shall be completed at the end of the course and prior to the state written exam. All exercises and the final practical skill exam shall be completed prior to the written exam being given. The final practical skill exam is completing a "Structure Fire Safety Plan" from the scenario and information present in the PowerPoint Presentation. The skill shall be performed in the classroom in front of the Lead Evaluator or Evaluator. The students will be given the forms to fill out and a blank piece of paper for notes prior to starting the PowerPoint presentation. Each PowerPoint slide shall be shown for no longer then 2 minutes each, and the students shall have 5 minutes after the end of the presentation to complete the plans. There shall be no discussion during the presentation and students are to work alone on the report. The reports shall be collected by the Evaluator at the end of time. The Lead Evaluator shall grade the plan on completion of the forms, accuracy, and understanding of forms. Discussion on the presentation may be held with the Instructor after the Evaluator has collected all reports. The students need to print off the Structural Fire Safety Plan file and fill in information from the PowerPoint presentation titled "Final Practical Skill Exam"

Evaluator shall use the practical skill evaluation form included in the package.

Files needed: Final practical skills exam (PowerPoint), Incident Safety Plan forms, Final Practical Job Performance Evaluation form.

Implementation Plan

Steve Walters is to develop a train-the-trainer concept by July 1, 2010. The train-the-trainer will be delivered in various locations throughout the State.

Career Path

It is not uncommon for firefighters to be unclear about what certifications they should strive to obtain and when. There are too many areas of interest to make a definite decision, there are no classes available locally or there are no areas of interest that could possibly be related to a successful career path for their local fire department.

We need to provide guidance and expectations to the Indiana Firefighter. This guidance needs to start at the time they are oriented into a local fire department.

The career path concept applies to volunteer and career personnel.

It is hoped that this guidance provides assistance to a firefighter in making wise decisions on where to spend training time that will actually help them do their job more efficiently and safer.

Committee

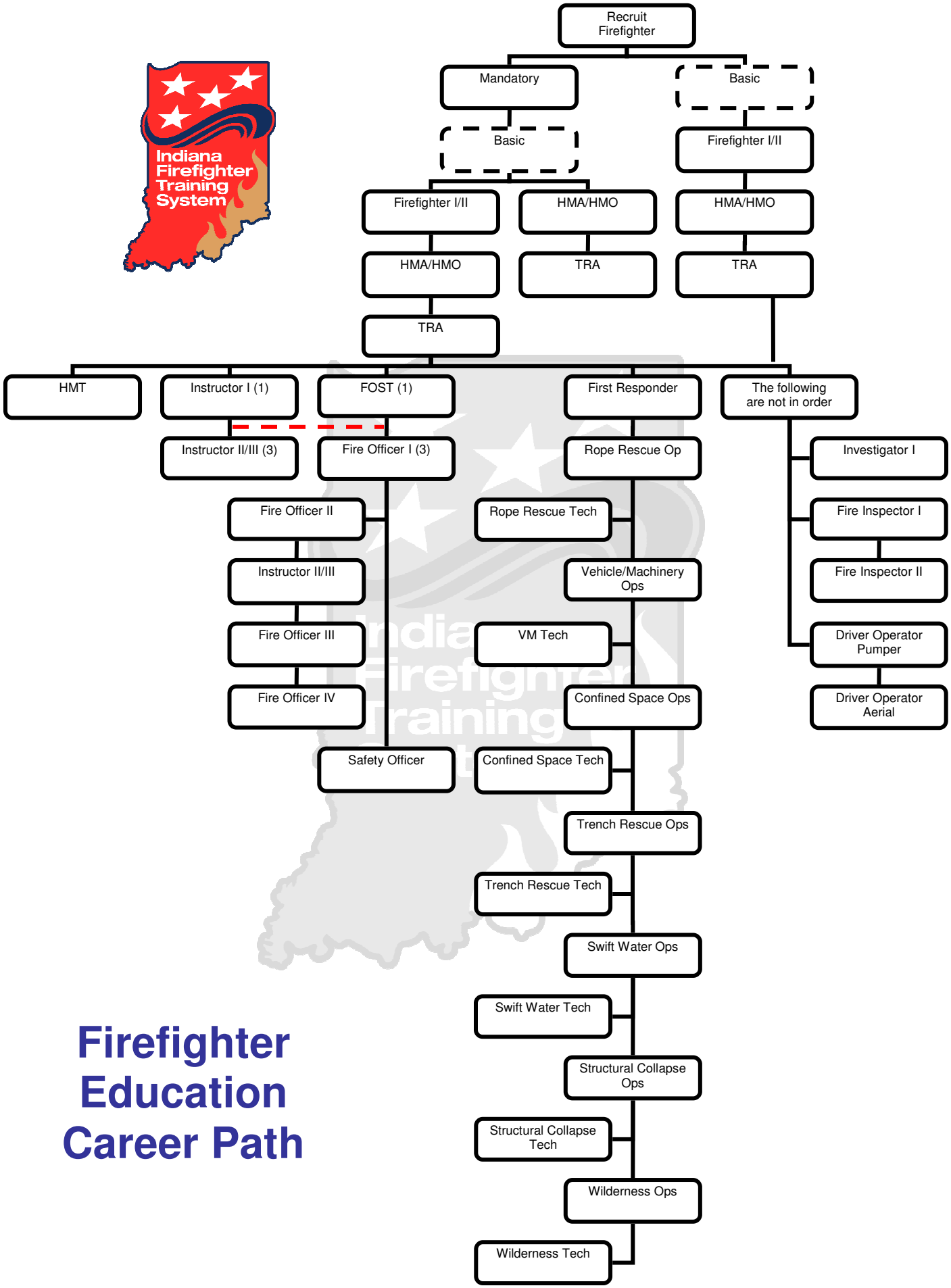
Marshal Jim Greeson

Chief Deputy Mike Bigler

Division Director Jim Bennett

Fire Training Director John Buckman

Fire Training Section David Probo



Firefighter Education Career Path

Other Project Makeover components

Fire Instructor I

Jerry Nulliner

Jeff Hayes

Ben Sieverding

Fire Instructor II/III

Jerry Nulliner

Jeff Hayes

Ben Sieverding

Fire Officer I

Fire Officer II

Fire Officer III

Joel Thacker

Fire Officer IV

Joel Thacker

Haz Mat Operations

Larry Hamby

Tim Thomas

Stan Capobianco

Haz Mat Technician

Larry Hamby

Tim Thomas

Stan Capobianco

Fire Officer Strategy and Tactics

Scott Chasteen

Driver Operator Pumper

Driver Operator Aerial